

Jane Doe

444 Main Street Kansas City, MO 66457 (816)555-5555 jdoe@gmail.com

Career Goal

To pursue a career that fits with my passion and skills related to working with people and providing excellent customer service.

Ideal Positions

- Server or Hostess
- Office/Receptionist
- Sales Associate/Cashier

Skills & Attributes

- Strong work ethic
- Outgoing
- Dedication
- Fast learner
- Microsoft Office
- POS Cash Register Systems

Work Experience

KC High School

Work Experience Program

- Office Worker 2011-2012
- Cafeteria Cashier 2010-2011

Applebee's

Busser

- Summers 2009-2011

Education & Training

KC High School

Graduated May 2012

Add Us In-KC Career Academy

Graduated October 2012

Recommendations

"Jane is a very dedicated and takes pride in her work"

John Smith, Manager at Applebee's

"Jane is always willing to jump in and make sure the work is done"

Mary Jones, KC High School

Could add something here if there is a certain geographic area or other information that would be beneficial